

AMERICAN COLLEGE OF TRIAL LAWYERS
25th Annual Spring Meeting
March 11-14, 1979
Boca Raton Hotel & Club, Boca Raton, Florida

Participants' Information Form

Name: Admiral Stansfield Turner

Arrival: 3/10 Time: _____

To Hotel:

Reservations have been made for you at the Boca Raton Hotel & Club. Please advise this office if you require transportation from the airport to the hotel. If so, we need to know your airline, flight number, date of arrival, time of arrival and airport. Arrangements cannot be made for you unless the above information has been provided.

Boca Raton Hotel & Club (on arrival):

Please go to the hotel desk to obtain your room assignment (gratuities for bellmen are prepaid). Please go to the American College of Trial Lawyers Registration Desk for your badge and program of events.

Program Participation:

You are scheduled to be on the program:

Room Great Hall
Day Monday
Time The meetings begin at 9:30 a.m.

Anticipated time of your presentation: approximately 45 minutes.
(an early breakfast may be advisable)

Meeting Schedule:

A Daily Schedule of events is enclosed. If you wish to participate in any events listed, please contact Mr. Richard W. Pruter, Executive Director of the College, on Saturday or Sunday, at the American College of Trial Lawyers Registration Desk.

Dress:

Casual clothes are worn during the day. For men, a jacket is in order for dinner. The dinner dance on Tuesday will be black tie.

On Checking Out:

- (a) Reserve limousine space to airport. (Allow 40 minutes to get luggage from room to limousine.)
- (b) Check your hotel bill. All room, meals and meal surcharges, including tax and gratuities, will be transferred to the American College of Trial Lawyers Master Account. Only your own personal incidental charges will be left for you to pay.

Reimbursement for Travel Expenses:

The College is pleased to reimburse you for travel expenses. If you wish your airfare prepaid, please advise us of the correct amount.